

# Part-time Pre-K-Kindergarten Classroom Teacher

Manheim Christian School

## Position Summary

The Pre-K Classroom Teacher is responsible for providing consistent, high-quality instruction and spiritual leadership in a Christ-centered learning environment. This individual will support students academically, socially, and spiritually while maintaining continuity of instruction during the regular teacher's absence. The teacher will uphold the mission, vision, and biblical values of the school in all aspects of teaching and classroom management.

## Key Responsibilities

### Instruction & Classroom Management

- Deliver engaging, standards-based instruction in all core subject areas, including Bible following provided pacing guide by classroom teacher.
- Maintain a positive, structured classroom environment that supports student learning and growth.  
Assess student progress and provide feedback to students and administration as needed.  
Adapt instruction to meet diverse learning needs while maintaining high expectations.
- Teach foundational skills in literacy, numeracy, and social development.
- Assess student progress and adjust instruction to meet individual needs.

### Biblical Integration & Spiritual Leadership

- Integrate biblical principles and a Christian worldview into daily instruction
- Model Christ-like character in words, actions, and relationships with students and colleagues
- Lead students in prayer, devotions, and spiritual discussions as appropriate
- Support the school's mission by nurturing students' faith alongside their academic development

### Communication & Collaboration

- Communicate effectively with administrators, support staff, and parents as needed
- Collaborate with grade-level teams and specialists to support student success
- Maintain accurate records, including attendance and grades

### Professional Responsibilities

- Follow school policies, procedures, and expectations for staff

- Maintain confidentiality and professionalism at all times
- Participate in staff meetings, chapel services, and school activities when applicable

## **Qualifications**

- Bachelor's degree in Early Childhood Education or a related field is preferred
- Valid teaching certification or substitute teaching credentials preferred
- Previous experience teaching young children, preferably in a Christian setting
- A personal, active Christian faith and agreement with the school's statement of faith
- Strong classroom management and communication skills

## **Desired Skills & Dispositions**

- Passion for teaching and mentoring children
- Flexibility, reliability, and a servant-hearted attitude
- Ability to build positive relationships with students and families
- Commitment to fostering a safe, respectful, and Christ-centered classroom

## **Physical Requirements**

- Standing for long periods of time
- Frequent bending/kneeling
- Outside recess monitoring

## **Employment Details**

- Position Type: Part-time (2 or 3 days) Pre-K Classroom Teacher for the school year 2026-2027
- Grade Level: Pre-Kindergarten
- Reports To: Head of School